

## DEPARTMENT OF HIGHER EDUCATION AND TRAINING (IKHALA (TVET) COLLEGE)

*The department is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity: (race, gender and disability) in the Department through the filling of posts and a candidate whose appointment, transfer or promotion will promote representivity are encouraged to apply.*

- APPLICATIONS** : Please Forward Your Application, Quoting The Reference Number to: HR Department, Ikhala TVET College, Private Bag X7110, Queenstown, 5320 Or Hand Deliver to: Zone D, Gwadana Drive, Ezibeleni, Queenstown.
- CLOSING DATE** : 16 March 2018 @ 12:00, applications received after the closing date or faxed applications will not be considered.
- NOTE** : Applications must be submitted on form Z83 obtainable from any public service department and must be accompanied by a comprehensive CV, certified copy of green South African identity document and certified copies of all academic qualifications and certified copy of driver's license. Persons in possession of foreign qualification MUST submit an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit the requested documents will result in the application no being considered. The successful candidate will be subjected to a security clearance and verification of qualifications. Shortlisted candidates will be subjected to a practical assessment where necessary. Correspondence will only be entered into with short-listed applicants. The College /department reserve the right to withdraw any of the advertised posts at any time depending on the need.

## OTHER POSTS

**POST 09/09** : **LECTURER PL1: REPORT 191: PUBLIC MANAGEMENT REF: IKHALA 01/02/2018**

- SALARY** : Post level 1
- CENTRE** : Ikhala TVET College - Queenstown Campus (Permanent)
- REQUIREMENTS** : Grade 12/ NC(V) Level 4 or equivalent; A Diploma/Degree qualification (REQV 13) with Public Management related subjects as majors; A professional qualification in Education; be competent and capable to teach Public Management related subjects; a proof of SACE registration; Proof of Computer Literacy. 3 years teaching experience in the TVET College sector will be an added advantage. Must be willing to teach both NCV and Report 191.
- DUTIES** : Assist with enrolment, registration and induction of students. Facilitate general academic and career development of students. Prepare lesson plans and programme plan, compile PoA and PoE Co-ordinates the procurement of the Programme's training needs. Provide guidance on syllabus, curriculum and learning outcomes. Implement and monitor all policies that have impact on teaching and learning within the department. Create a conducive classroom environment and ensure efficient classroom management and discipline of students. Liaise with Lecturers, Head of Departments and Student Support Officers in providing support interventions to students. Assess students, capture marks and maintain the necessary documents. Manage and monitor students' attendance. Moderate PoE's and PoA's
- ENQUIRIES** : can be directed to: Mr. M. Bhikisha or Ms. T. Gomba at 047 873 8862/23.

**POST 09/10** : **LECTURER PL1: REPORT 191: PUBLIC MANAGEMENT REF: IKHALA 02/02/2018**

- SALARY** : Post level 1
- CENTRE** : Ikhala TVET College - Queenstown Campus (Permanent)
- REQUIREMENTS** : Grade 12/ NC (V) Level 4 or equivalent; A Diploma/Degree qualification (REQV 13) with Public Management and or Communication related subjects as majors; A professional qualification in Education; be competent and capable to teach Public Administration related subjects; the ability to Teach Communication N4 will be an added advantage. A proof of SACE registration; Proof of Computer Literacy. 3

		years teaching experience in the TVET College sector will be an added advantage. Must be willing to teach both NCV and Report 191.
<b><u>DUTIES</u></b>	:	Assist with enrolment, registration and induction of students. Facilitate general academic and career development of students. Prepare lesson plans and programme plan, compile PoA and PoE Co-ordinates the procurement of the Programme's training needs. Provide guidance on syllabus, curriculum and learning within the department. Create a conducive classroom environment and ensure efficient classroom management and discipline of students. Liaise with Lecturers, Head of Departments and Student Support Officers in providing support interventions to students. Assess students, capture marks and maintain the necessary documents. Manage and monitor students' attendance. Moderate PoE's and PoA's
<b><u>ENQUIRIES</u></b>	:	can be directed to: Mr. M. Bhikisha or Ms. T. Gomba at 047 873 8862/23.
<b><u>POST 09/11</u></b>	:	<b><u>LECTURER PL1: NC (V)/REPORT 191: COMPUTER PRACTICE/LIFE ORIENTATION (PRACTICAL)/OFFICE DATA PROCESSINGREF - REF: IKHALA 03/02/2018</u></b>
<b><u>SALARY</u></b>	:	Post level 1
<b><u>CENTRE</u></b>	:	Ikhala TVET College - Queenstown Campus (Permanent)
<b><u>REQUIREMENTS</u></b>	:	Grade 12/ NC (V) Level 4 or equivalent; A Diploma/Degree qualification (REQV 13) with Computer Related subject as majors; A professional qualification in Education; Be competent and capable to teach computer related subjects in NC (V) and Report 191; a proof of SACE registration; Proof of Computer Literacy. 3 years teaching experience in the TVET College sector will be an added advantage. Must be willing to teach both NCV and Report 191.
<b><u>DUTIES</u></b>	:	Assist with enrolment, registration and induction of students. Facilitate general academic and career development of students. Prepare lesson plans and programme plan, compile PoA and PoE Co-ordinates the procurement of the programme's training needs. Provide guidance on syllabus, curriculum and learning outcomes. Implement and monitor all policies that have impact on teaching and learning within the department. Create a conducive classroom environment and ensure efficient classroom management and discipline of students. Liaise with Lecturers, Head of Departments and Student Support Officers in providing support interventions to students. Assess students, capture marks and maintain the necessary documents. Manage and monitor students' attendance. Moderate PoE's and PoA's
<b><u>ENQUIRIES</u></b>	:	can be directed to: Mr. M. Bhikisha or Ms. T. Gomba at 047 873 8862/23.
<b><u>POST 09/12</u></b>	:	<b><u>LECTURER PL1: NC (V) and REPORT 191: HUMAN RESOURCE MANAGEMENT REF: IKHALA 04/02/2018</u></b>
<b><u>SALARY</u></b>	:	Post level 1
<b><u>CENTRE</u></b>	:	Ikhala TVET College - Queenstown Campus (Permanent)
<b><u>REQUIREMENTS</u></b>	:	Grade 12/ NC(V) Level 4 or equivalent; A Diploma/Degree qualification (REQV 13) in Human Resource Management with Entrepreneurship or Personnel Management as a majors; A professional qualification in Education; be competent and capable to teach Human Resource management subjects; A proof of SACE registration; Proof of Computer Literacy. 3years teaching experience in the TVET College sector will be an added advantage. Must be willing to teach both NC (V) and Report 191.
<b><u>DUTIES</u></b>	:	Assist with enrolment, registration and induction of students. Facilitate general academic and career development of students. Prepare lesson plans and programme plan, compile PoA and PoE Co-ordinates the procurement of the Programme's training needs. Provide guidance on syllabus, curriculum and learning outcomes. Implement and monitor all policies that have impact on teaching and learning within the department. Create a conducive classroom environment and ensure efficient classroom management and discipline of students. Liaise with Lecturers, Head of Departments and Student Support Officers in providing support interventions to students. Assess students, capture marks and maintain the necessary documents. Manage and monitor students' attendance. Moderate PoE's and PoA's

- ENQUIRIES** : can be directed to: Mr. M. Bhikisha or Ms. T. Gomba at 047 873 8862/23.
- POST 09/13** : **LECTURER PL2: NC (V): PROGRAM HEAD (VOCATIONAL SUBJECTS) REF: IKHALA 05/02/2018**
- SALARY CENTRE REQUIREMENTS** : Post level 2  
: Ikhala TVET College - Queenstown Campus (Permanent)  
: Grade 12/ NC (V) Level 4 or equivalent; A relevant Diploma/Degree qualification (REQV 13) in Office Administration or Management or Finance and Economic or Information Technology; A professional qualification in Education; be competent and capable to teach relevant vocational subjects; Proof of SACE registration; Proof of Computer Literacy. 3 Years teaching experience in the TVET College sector is a requirement.
- DUTIES** : Lecturing, assessment and moderation. Assessment of learners, monitor student performance and attendance. Monitor student discipline. Assist with student work placement and work based experience. Provide support to academic support. Assist with Staff performance management. Assist with Staff discipline. Assist with implementation of learner improvement strategies.
- ENQUIRIES** : can be directed to: Mr. M. Bhikisha or Ms. T. Gomba at 047 873 8862/23.
- POST 09/14** : **LECTURER PL3: REPORT 191: HOD REF: IKHALA 06/02/2018**
- SALARY CENTRE REQUIREMENTS** : Post level 3  
: Ikhala TVET College – Queenstown Campus (Permanent)  
: Grade 12/ NC (V) Level 4 or equivalent; A relevant Diploma/Degree qualification (REQV 13) to the programs offered at the campus. A professional qualification in Education; A proof of SACE registration; Proof of Computer Literacy. 5 Years teaching experience in the TVET College sector is a requirement. 2 Years managerial experience in the TVET College sector will be added advantage.
- DUTIES** : Manage registration of students and student induction procedure in co-operation with other line managers. Planning of educator work allocation. Assisting Campus Manager with compilation of the time table in line with College Teaching and Learning plan. Co-ordinate the procurement of the programme's training needs. Provide guidance on syllabus, curriculum and learning outcomes. Implement and monitor all policies that impact on learning delivery including examination and certification of students within the department. Create a conducive classroom environment and ensure efficient classroom management and discipline of students. Liaise with the lecturers, other programme managers and Student Support Officers in providing support interventions programme to students. Manage and facilitate of Students Work Based Experience (WBE) as well as lecturers Workplace Integrated Learning (WIL). Management of Labour Relations Matters. Management of performance appraisals of educators including annual revision of job descriptions.
- ENQUIRIES** : can be directed to: Mr. M. Bhikisha or Ms. T. Gomba at 047 873 8862/23.
- POST 09/15** : **LECTURER PL1: NCV& REPORT 191: BUSINESS STUDIES (ENGLISH, COMMUNICATION AND LIFE ORIENTATION) - REF: IKHALA 07/02/2018**
- SALARY CENTRE REQUIREMENTS** : Post level 1  
: Ikhala TVET College – Sterkspruit Campus  
: Grade 12/ NC (V) Level 4 or equivalent; A Diploma/Degree qualification (REQV 13). A professional qualification in Education; be competent and capable to teach English, Life Orientation and Management Communication; A proof of SACE registration; Proof of Computer Literacy. Teaching experience in the TVET College sector will be an added advantage. Must be willing to teach both NCV and Report 191.
- DUTIES** : Assist with enrolment, registration and induction of students. Facilitate general academic and career development of students. Prepare lesson plans and programme plan, compile PoA and PoE Co-ordinates the procurement of the Programme's training needs. Provide guidance on syllabus, curriculum and learning outcomes. Implement and monitor all policies that have impact on teaching and learning within the department. Create a conducive classroom

		environment and ensure efficient classroom management and discipline of students. Liaise with Lecturers, Head of Departments and Student Support Officers in providing support interventions to students. Assess students, capture marks and maintain the necessary documents. Manage and monitor students' attendance. Moderate PoE's and PoA's
<b><u>ENQUIRIES</u></b>	:	can be directed to: Mr. M. Bhikisha or Ms. T. Gomba at 047 873 8862/23.
<b><u>POST 09/16</u></b>	:	<b><u>LECTURER PL1: NCV&amp; REPORT 191: CIVIL ENGINEERING - REF: IKHALA 08/02/2018</u></b>
<b><u>SALARY</u></b>	:	Post level 1
<b><u>CENTRE</u></b>	:	Ikhala TVET College Sterkspruit Campus (Permanent)
<b><u>REQUIREMENTS</u></b>	:	Grade 12/ NC(V) Level 4 or equivalent; A Diploma/Degree qualification (REQV 13) with Civil Engineering related subjects as majors; A professional qualification in Education; be competent and capable to teach Civil Engineering related subjects; A proof of SACE registration; Proof of Computer Literacy. 3years teaching experience in the TVET College sector will be an added advantage. Must be willing to teach both NCV and Report 191.
<b><u>DUTIES</u></b>	:	Assist with enrolment, registration and induction of students. Facilitate general academic and career development of students. Prepare lesson plans and programme plan, compile PoA and PoE Co-ordinates the procurement of the Programme's training needs. Provide guidance on syllabus, curriculum and learning outcomes. Implement and monitor all policies that have impact on teaching and learning within the department. Create a conducive classroom environment and ensure efficient classroom management and discipline of students. Liaise with Lecturers, Head of Departments and Student Support Officers in providing support interventions to students. Assess students, capture marks and maintain the necessary documents. Manage and monitor students' attendance. Moderate PoE's and PoA's
<b><u>ENQUIRIES</u></b>	:	can be directed to: Mr. M. Bhikisha or Ms. T. Gomba at 047 873 8862/23.
<b><u>POST 09/17</u></b>	:	<b><u>LECTURER PL1: NCV&amp; REPORT 191: ENGINEERING STUDIES - REF: IKHALA 09/02/2018</u></b>
<b><u>SALARY</u></b>	:	Post level 2
<b><u>CENTRE</u></b>	:	Ikhala TVET College Sterkspruit Campus (Permanent)
<b><u>REQUIREMENTS</u></b>	:	Grade 12/ NC(V) Level 4 or equivalent; A Diploma/Degree qualification (REQV 13) with Civil Engineering related subjects as majors; A professional qualification in Education; Be competent and capable to teach Civil Engineering related subjects; A proof of SACE registration; Proof of Computer Literacy. Must be willing to teach both NCV and Report 191 as well as supervising both Business and Engineering studies. 3 Years teaching experience in the TVET College sector is a requirement.
<b><u>DUTIES</u></b>	:	Assist with enrolment, registration and induction of students. Facilitate general academic and career development of students. Prepare lesson plans and programme plan, compile PoA and PoE Co-ordinates the procurement of the Programme's training needs. Provide guidance on syllabus, curriculum and learning outcomes. Implement and monitor all policies that have impact on teaching and learning within the department. Create a conducive classroom environment and ensure efficient classroom management and discipline of students. Liaise with Lecturers, Head of Departments and Student Support Officers in providing support interventions to students. Assess students, capture marks and maintain the necessary documents. Manage and monitor students' attendance. Moderate PoE's and PoA's
<b><u>ENQUIRIES</u></b>	:	can be directed to: Mr. M. Bhikisha or Ms. T. Gomba at 047 873 8862/23.
<b><u>POST 09/18</u></b>	:	<b><u>LECTURER PL1: NCV OFFICE ADMINISTRATION - REF: IKHALA 10/02/2018</u></b>
<b><u>SALARY</u></b>	:	Post level 1
<b><u>CENTRE</u></b>	:	Ikhala Tvet College Queen-Nonesi Campus (Permanent)
<b><u>REQUIREMENTS</u></b>	:	Grade 12/NC (V) Level 4 or equivalent qualification; A Diploma/Degree (REQV 13) qualification with Mathematics as major subject; be competent and capable to teach Mathematics or Mathematics Literacy; A professional qualification in

		Education; Proof of registration with SACE. Proof of Computer Literacy. 3years teaching experience in the TVET College sector will be an added advantage. Must be able to teach both NCV and Report 191.
<b><u>DUTIES</u></b>	:	Assist with enrolment, registration and induction of students. Facilitate general academic and career development of students. Prepare lesson plans and programme plan, compile PoA and PoE Co-ordinates the procurement of the Programme's training needs. Provide guidance on syllabus, curriculum and learning outcomes. Implement and monitor all policies that have impact on teaching and learning within the department. Create a conducive classroom environment and ensure efficient classroom management and discipline of students. Liaise with Lecturers, Head of Departments and Student Support Officers in providing support interventions to students. Assess students, capture marks and maintain the necessary documents. Manage and monitor students' attendance. Moderate PoE's and PoA's
<b><u>ENQUIRIES</u></b>	:	can be directed to: Mr. M. Bhikisha or Ms. T. Gomba at 047 873 8862/23.
<b><u>POST 09/19</u></b>	:	<b><u>LECTURER PL1: R191 TOURISM MANAGEMENT N4 – N6 - REF: IKHALA 11/02/2018</u></b>
<b><u>SALARY</u></b>	:	Post Level 1
<b><u>CENTRE</u></b>	:	Ikhala TVET College Queen-Nonesi Campus (Permanent)
<b><u>REQUIREMENTS</u></b>	:	Grade 12/NC (V) L4 or equivalent; A Diploma/Degree qualification (REQV 13) in Tourism Management; A professional qualification in Education; be competent and capable to teach Tourism Management subjects; Proof of SACE registration; Proof of Computer Literacy. 3years teaching experience in the TVET College sector will be an added advantage. Must be able to teach both NCV and Report 191.
<b><u>DUTIES</u></b>	:	Assist with enrolment, registration and induction of students. Facilitate general academic and career development of students. Prepare lesson plans and programme plan, compile PoA and PoE Co-ordinates the procurement of the Programme's training needs. Provide guidance on syllabus, curriculum and learning outcomes. Implement and monitor all policies that have impact on teaching and learning within the department. Create a conducive classroom environment and ensure efficient classroom management and discipline of students. Liaise with Lecturers, Head of Departments and Student Support Officers in providing support interventions to students. Assess students, capture marks and maintain the necessary documents. Manage and monitor students' attendance. Moderate PoE's and PoA's
<b><u>ENQUIRIES</u></b>	:	can be directed to: Mr. M. Bhikisha or Ms. T. Gomba at 047 873 8862/23.
<b><u>POST 09/20</u></b>	:	<b><u>LECTURER PL1: NCV&amp; REPORT 191: MECHANICAL ENGINEERING - REF: IKHALA 12/02/2018</u></b>
<b><u>SALARY</u></b>	:	Post Level 1
<b><u>CENTRE</u></b>	:	Ikhala TVET College Ezibeleni Engineering Campus (Contract)
<b><u>REQUIREMENTS</u></b>	:	Grade 12/ NC(V) Level 4 or equivalent; A Diploma/Degree qualification (REQV 13) with Mechanical Engineering related subjects as majors; a professional qualification in Education; Be competent and capable to teach Civil Engineering related subjects; A proof of SACE registration; Proof of Computer Literacy. 3 years teaching experience in the TVET College sector will be an added advantage. Must be willing to teach both NCV and Report 191.
<b><u>DUTIES</u></b>	:	Assist with enrolment, registration and induction of students. Facilitate general academic and career development of students. Prepare lesson plans and programme plan, compile PoA and PoE Co-ordinates the procurement of the Programme's training needs. Provide guidance on syllabus, curriculum and learning outcomes. Implement and monitor all policies that have impact on teaching and learning within the department. Create a conducive classroom environment and ensure efficient classroom management and discipline of students. Liaise with Lecturers, Head of Departments and Student Support Officers in providing support interventions to students. Assess students, capture marks and maintain the necessary documents. Manage and monitor students' attendance. Moderate PoE's and PoA's
<b><u>ENQUIRIES</u></b>	:	can be directed to: Mr. M. Bhikisha or Ms. T. Gomba at 047 873 8862/23.

**POST 09/21** : **LECTURER PL1: NCV& REPORT 191: MATHEMATICS - REF: IKHALA 13/02/2018**

**SALARY** : Post Level 1  
**CENTRE** : Ikhala TVET College Ezibeleni Engineering Campus (Permanent)  
**REQUIREMENTS** : Grade 12/ NC(V) Level 4 or equivalent; A Diploma/Degree qualification (REQV 13) specialising in Mathematics as major subject; A professional qualification in Education; be competent and capable to teach Mathematics; A proof of SACE registration; Proof of Computer Literacy. 3 years teaching experience in the TVET College sector will be an added advantage. Must be willing to teach both NCV and Report 191.

**DUTIES** : Assist with enrolment, registration and induction of students. Facilitate general academic and career development of students. Prepare lesson plans and programme plan, compile PoA and PoE Co-ordinates the procurement of the Programme's training needs. Provide guidance on syllabus, curriculum and learning outcomes. Implement and monitor all policies that have impact on teaching and learning within the department. Create a conducive classroom environment and ensure efficient classroom management and discipline of students. Liaise with Lecturers, Head of Departments and Student Support Officers in providing support interventions to students. Assess students, capture marks and maintain the necessary documents. Manage and monitor students' attendance. Moderate PoE's and PoA's

**ENQUIRIES** : can be directed to: Mr. M. Bhikisha or Ms. T. Gomba at 047 873 8862/23.

**POST 09/22** : **LECTURER PL1: REPORT 191: WATER & WASTE TREATMENT PRACTICE REF: IKHALA 14/02/2018**

**SALARY** : Post Level 1  
**CENTRE** : Ikhala TVET College Ezibeleni Engineering Campus (Permanent)  
**REQUIREMENTS** : Grade 12 / NC(V) Level 4 or equivalent; A Diploma/ Degree qualification (REQV 13) in Water & Waste Water Treatment subjects as majors; A professional qualification in Education; be competent to teach Water & Waste Water Treatment Practice subjects, Engineering Science and Mathematics; A proof of SACE registration; Computer literacy. 3 years teaching experience in the TVET College Sector will be an added advantage. Must be willing to teach in Report 191.

**DUTIES** : Assist with enrolment, registration and induction of students. Facilitate general academic and career development of students. Prepare lesson plans and programme plan, compile PoA and PoE Co-ordinates the procurement of the Programme's training needs. Provide guidance on syllabus, curriculum and learning outcomes. Implement and monitor all policies that have impact on teaching and learning within the department. Create a conducive classroom environment and ensure efficient classroom management and discipline of students. Liaise with Lecturers, Head of Departments and Student Support Officers in providing support interventions to students. Assess students, capture marks and maintain the necessary documents. Manage and monitor students' attendance. Moderate PoE's and PoA's

**ENQUIRIES** : can be directed to: Mr. M. Bhikisha or Ms. T. Gomba at 047 873 8862/23.

**POST 09/23** : **LECTURER PL1: NCV: ELECTRICAL INFRASTRUCTURE - REF: IKHALA 15/02/2018**

**SALARY** : Post Level 1  
**CENTRE** : Ikhala TVET College - Ezibeleni Engineering Campus (Permanent)  
**REQUIREMENTS** : Grade 12/ NC (V) Level 4 or equivalent; A Diploma/Degree qualification (REQV13) in Electrical Infrastructure Construction; A professional qualification in Education; be competent and capable to teach Electrical Infrastructure subjects and Mathematics; A proof of SACE registration; be computer literate. 3years teaching in the TVET College Sector will be an added advantage. Must be willing to teach in both NCV and Report 191.

**DUTIES** : Assist with enrolment, registration and induction of students. Facilitate general academic and career development of students. Prepare lesson plans and

programme plan, compile PoA and PoE Co-ordinates the procurement of the Programme's training needs. Provide guidance on syllabus, curriculum and learning outcomes. Implement and monitor all policies that have impact on teaching and learning within the department. Create a conducive classroom environment and ensure efficient classroom management and discipline of students. Liaise with Lecturers, Head of Departments and Student Support Officers in providing support interventions to students. Assess students, capture marks and maintain the necessary documents. Manage and monitor students' attendance. Moderate PoE's and PoA's

**ENQUIRIES** : can be directed to: Mr. M. Bhikisha or Ms. T. Gomba at 047 873 8862/23.

**POST 09/24** : **ADMIN CLERK - REF: IKHALA 16/02/2018**

**SALARY** : SL5 - R152 862 per annum (Plus Benefits)  
**CENTRE** : Ikhala TVET College Ezibeleni Engineering (Permanent)  
**REQUIREMENTS** : National Senior Certificate/ Grade 12 or National Certificate Vocational Level 4. A recognized Bachelor's degree or National Diploma in Management Assistant or Office Management or equivalent qualification. A minimum of three years of relevant experience is required. A sound knowledge and understanding of Examination and Assessment policies and procedures and other relevant legislative framework governing the Public Service. Good communication skills (verbal and written). Ability to work under pressure and meet tight deadlines. Problem solving, interpersonal relationship, planning and organizing skills.

**DUTIES** : Administer the Archiving of examination material and development of Auditing Instruments for the sections activities. Administer Printing, production and dispatch of question papers. Quality assure printing work and assessment tools. Oversee storage facilities and ensure proper security of all assessment and examination material. Attend the training of examination administration and ensure that confidentiality agreements are signed and filed. Ensure proper strong room management for the safekeeping of question papers and scripts. Liaise with respective College and National role-players on Examinations and Assessment related matters. Any other duties assigned to by supervisor.

**ENQUIRIES** : can be directed to: Mr. M. Bhikisha or Ms. T. Gomba at 047 873 8862/23.

**POST 09/25** : **LECTURER PL1: BUSINESS STUDIES - REF: IKHALA 17/02/2018**

**SALARY** : Post Level 1  
**CENTRE** : Ikhala TVET College Aliwal North Campus (Permanent)  
**REQUIREMENTS** : Grade 12/ NC (V) Level 4 or equivalent; A Diploma/Degree qualification (REQV13) in Business Studies. A professional qualification in Education; be competent and capable to teach Life Orientation theory and computer subjects. A proof of SACE registration; be computer literate. 3years teaching in the TVET College Sector will be an added advantage. Must be willing to teach in both NCV and Report 191.

**DUTIES** : Assist with enrolment, registration and induction of students. Facilitate general academic and career development of students. Prepare lesson plans and programme plan, compile PoA and PoE Co-ordinates the procurement of the Programme's training needs. Provide guidance on syllabus, curriculum and learning outcomes. Implement and monitor all policies that have impact on teaching and learning within the department. Create a conducive classroom environment and ensure efficient classroom management and discipline of students. Liaise with Lecturers, Head of Departments and Student Support Officers in providing support interventions to students. Assess students, capture marks and maintain the necessary documents. Manage and monitor students' attendance. Moderate PoE's and PoA's

**ENQUIRIES** : can be directed to: Mr. M. Bhikisha or Ms. T. Gomba at 047 873 8862/23.

**POST 09/26** : **LECTURER PL1: BUSINESS STUDIES – REF NO: IKHALA 18/02/2018**

**SALARY** : Post Level 1  
**CENTRE** : Ikhala TVET College Aliwal North Campus (Permanent)  
**REQUIREMENTS** : Grade 12/ NC (V) Level 4 or equivalent; A Diploma/Degree qualification (REQV13) in Business Studies. A professional qualification in Education; be competent and

capable to teach Office Practice subjects. A proof of SACE registration; be computer literate. 3years teaching in the TVET College Sector will be an added advantage. Must be willing to teach in both NCV and Report 191.

**DUTIES**

: Assist with enrolment, registration and induction of students. Facilitate general academic and career development of students. Prepare lesson plans and programme plan, compile PoA and PoE Co-ordinates the procurement of the Programme's training needs. Provide guidance on syllabus, curriculum and learning outcomes. Implement and monitor all policies that have impact on teaching and learning within the department. Create a conducive classroom environment and ensure efficient classroom management and discipline of students. Liaise with Lecturers, Head of Departments and Student Support Officers in providing support interventions to students. Assess students, capture marks and maintain the necessary documents. Manage and monitor students' attendance. Moderate PoE's and PoA's

**ENQUIRIES**

: can be directed to: Mr. M. Bhikisha or Ms. T. Gomba at 047 873 8862/23.